



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20350

SECNAVINST 12300.6  
OCP 26

10 January 1977

SECNAV INSTRUCTION 12300.6

From: Secretary of the Navy  
To: All Navy and Marine Corps activities employing civilians  
Subj: Civilian Mobility Program

Encl: (1) DOD Directive 1400.24 of 12 Jan 1976  
(2) Department of the Navy Civilian Mobility Program

1. Purpose. To establish Department of the Navy policy and procedures on formal civilian mobility programs and to implement the Department of Defense civilian mobility program as prescribed in enclosure (1).

2. Discussion

a. Enclosure (1) sets forth basic policy concerning the establishment of formal civilian mobility programs within the Department of Defense in order to enhance career progression and improve mission effectiveness.

b. Enclosure (2) implements the DOD Directive and provides the Department of the Navy requirements and procedures for establishing formal civilian mobility programs.

3. Policy

a. When necessary to enhance career progression and/or improve mission effectiveness, formal civilian mobility programs may be established. Programs prescribing mandatory mobility of civilian employees as a condition of employment will be initiated where it can be demonstrated that voluntary programs are incapable of supporting the mobility requirements essential to the successful accomplishments of specific mission-related functions and/or formal career development programs. They will be established and administered in accordance with the provisions of enclosures (1) and (2).

b. Informal mobility programs will be utilized to the greatest extent possible when sufficient mobility can be achieved through voluntary means. Administrators responsible for civilian mobility programs should consider the impact that formal civilian mobility programs may have on the efficiency of the organization, the adverse impact it may have on employees, and the impact it will have on the budget.



SECNAVINST 12300.6

10 JAN 1977

4. Assignment of responsibility

a. The Department of the Navy Director of Civilian Personnel is hereby authorized to review and approve formal civilian mobility programs.

b. The recommending officials as identified in paragraphs II A of enclosure (2) are required to review all proposed formal civilian mobility programs for adherence to this instruction before submission for approval. Upon approval, the recommending official will be responsible for administering the approved civilian mobility program in accordance with this instruction.

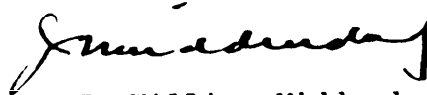
c. The Office of Civilian Personnel will review mobility programs for uniformity and will maintain a depository of all approved civilian mobility programs.

5. Action

a. Officials identified in paragraph II A of enclosure (2) will:

(1) Insure that any current formal civilian mobility programs under their cognizance are reviewed for compliance with this instruction and submitted in accordance with enclosure (2) for approval by Office of Civilian Personnel.

(2) Determine whether any additional formal civilian mobility programs are needed and initiate action for establishment of the needed programs in accordance with enclosure (2).



J. William Middendorf II  
Secretary of the Navy

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SECNAVINST 12300.6

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January 12, 1976

NUMBER 1400.24

ASD(M&RA)

## Department of Defense Directive

SUBJECT                      Civilian Mobility Program

### I. PURPOSE

This Directive sets forth basic policy concerning the establishment of formal civilian mobility programs within the Department of Defense in order to enhance career progression and improve mission effectiveness.

### II. APPLICABILITY AND SCOPE

A. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Defense agencies (hereinafter referred to collectively as "DoD Components").

B. Its provisions do not apply to the following:

1. Movement of employees assigned to Army and Air Force Reserve technician positions.
2. Movement of employees assigned to National Guard technician positions.
3. Management directed assignments unrelated to approved civilian mobility programs.

### III. DEFINITIONS

A. Civilian Mobility Program. A formal program which provides for planned change of permanent duty station of civilian personnel within the same or another DoD Component without reduction in rank, grade or compensation and which may involve geographic relocation.

- B. Civilian Mobility Agreement. An agreement signed by an employee as a condition of employment that the employee is subject to change of permanent duty station under the terms of an established civilian mobility program at the discretion of management.
- C. Geographic Relocation. A change in permanent duty assignment from one location to another location which necessitates a relocation of the residence of the employee incident to the change in duty assignment.

#### IV. DISCUSSION

- A. Depth and breadth of employee experience are important factors in determining best qualified candidates for referral to DoD jobs. To acquire this depth and breadth of experience for career progression and executive developmental purposes, employees may need to become involved in geographic relocations at various times during their career. Those geographic relocations that may be required will be for designated positions or types of positions related to intern training and other formal developmental programs, or for specific mission-related needs. Even though not included in a civilian mobility program, employees should be counseled as to the benefits of obtaining experience in a variety of locations and organizations to enhance their career progression and DoD mission accomplishment. The planned movement of career employees among jobs, organizations and activities within the DoD is important and frequently vital to effective career management and the achievement of civilian staffing requirements.
- B. Specific provisions for mobility may need to be established as a part of formal career developmental programs to ensure effective contract management and audit programs, to accomplish specific mission needs. The policies and constraints set forth in this Directive apply to the establishment of formal civilian mobility programs. They do not, however, restrict the proper use of management's authority to reassign employees on a case basis for the efficiency of the service.

#### V. POLICY

- A. When necessary to enhance career progression and/or improve mission effectiveness, civilian mobility programs may be established. Programs prescribing mandatory mobility of

Jan 12, 76  
1400.24

civilian employees as a condition of employment will be initiated where it can be demonstrated that voluntary programs are incapable of supporting the mobility requirements essential to the successful accomplishment of specific mission-related functions and/or formal career developmental programs.

B. Formal mobility programs are subject to the following conditions:

1. Civilian mobility programs will not require more than two geographic relocations of employees in career development programs between initial assignment and completion of their formal training for placement at the target or journeyman level in the career field. All other civilian mobility programs will not require geographic relocations of covered employees more frequently than once each 3 years unless deviation is required by contract expiration or otherwise established limitations on the duration of tours of duty for an area. However, temporary duty assignments of short duration, e.g., for formal training or to meet emergency needs, may be required.
2. Positions covered are to be clearly identified by type and level in the document establishing the program. Civilian mobility programs will be generally confined to administrative, professional, technical and managerial positions.
3. Current employees in newly covered positions will be subject to the program only after voluntary execution of a mobility agreement unless there already was a preexisting requirement when the position assignment was accepted.
4. Upon establishment of a formal mobility program, new employees assigned to covered positions will be clearly informed of the details and operations of the program prior to assignment, and will be required to execute a mobility agreement as a condition of employment. Position descriptions of covered positions must reflect requirements for mobility.
5. Geographic preferences of covered employees for permanent duty station changes will be considered, but are not binding on management. To the extent practicable, employees covered by civilian mobility programs will be assigned to geographic areas of their preference.

6. Employees in covered positions will be provided at least 90 days' advance notice of relocation unless a move is required by contract expiration or other properly approved exception to the established program.
7. Formal mobility programs will describe the administrative actions to be taken if an employee fails to honor a mobility agreement, and will contain provisions for releasing employees from mobility requirements which may include transfer to other programs not requiring mobility in hardship cases.
8. Formal mobility programs will not preclude current employees occupying covered positions who have declined to sign mobility agreements from consideration and selection for promotion to vacancies at their present location for which they are qualified and available.
9. The use of civilian mobility programs shall only be for the purpose of enhancing career development and progression and/or achieving mission effectiveness. Mobility assignments shall not be used as a form of disciplinary action.

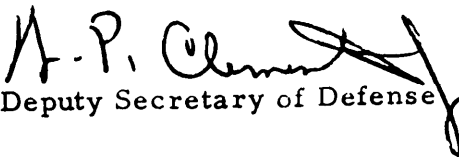
## VI. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Manpower and Reserve Affairs) is responsible for administering the policies set forth in this Directive.
- B. Under the policies prescribed in this Directive, the Secretaries of the Military Departments, the Directors of the Defense agencies, and the Assistant Secretary of Defense (Comptroller) are authorized to establish civilian mobility programs. Subject to post-audit review at the headquarters level, this authority may be redelegated down to the major command level in the Military Departments and to the next lower level below the headquarters level in the other DoD Components. Such officials may authorize heads of activities to grant exceptions to requirements they establish as long as they are not inconsistent with this Directive.
- C. DoD Component officials establishing formal mobility programs are responsible for ensuring that adequate provision is made for funding the planned movement of personnel.

Jan 12, 76  
1400.24

**VII. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) and one copy to the Assistant Secretary of Defense (Comptroller) within 60 days.

  
Deputy Secretary of Defense

10 JAN 1977

## DEPARTMENT OF THE NAVY CIVILIAN MOBILITY PROGRAM

I. General

Mandatory civilian mobility programs are authorized only upon recommendation and approval in accordance with the provisions of this instruction and the provisions of DOD Directive 1400.24 of 12 January 1976 (see enclosure (1)).

II. Delegation of authority to establish a civilian mobility program

A. Recommending officials. The establishment of a formal civilian mobility program requires recommendation by one of the following officials:

1. Assistant Secretaries of the Navy
2. Chief of Naval Operations
3. Commandant of the Marine Corps
4. Heads of major headquarters offices, bureaus, and commands
5. Function heads of formal career programs

B. Approving authority. Authority for approval of formal civilian mobility programs rests with the Secretary of the Navy. However, the Director of Civilian Personnel is authorized to approve formal civilian mobility programs.

III. Applicability

A. Specific personnel. In the interest of enhancing career progression and improving mission effectiveness, mandatory civilian mobility programs may be established for the following:

1. Key contract administration office personnel
2. Auditors in the Navy Audit Service (GS-5 and above)
3. Career management interns and trainees (GS-5 and above) in career programs
4. Special Agents (criminal investigators) of the Naval Investigative Service (GS-7 and above)

B. Other personnel. Mandatory civilian mobility programs may be established for personnel in other types of positions if it can be demonstrated that voluntary programs are incapable of supporting the mobility requirements essential to successful accomplishment of specific mission-related functions and/or formal



10 JAN 1977

career development programs (including those which involve rotation between CONUS and overseas).

IV. Failure to accept relocation

- A. Administrative action. Employees who are subject to a mandatory mobility program and who fail to accept directed relocation, which was a condition of employment, may be removed under the provisions of FP 752 for failure to accept reassignment.
- B. Voluntary release from mobility agreements. Programs should contain definitive criteria governing voluntary release from mobility agreements, e.g., reassignment or voluntary change to lower grade, in hardship cases where appropriate positions not subject to mobility are available. Employees promoted into positions that do not require mobility agreements are automatically released from the mobility agreement.

V. Relocation plans

Mobility programs authorized under this instruction will set forth master relocation plans describing the type and approximate number of positions covered, activities and locations between which personnel may be assigned, methods of selection for relocation, how relocations will be funded, and any pertinent criteria or procedures to be used.

- A. Identification of positions. Positions covered shall be identified by title, occupational code or series and level or grade, name of activity, and location.
- B. Methods of selection. Selection for relocation may be based on one or a combination of the following criteria:
  - 1. Mission requirements
  - 2. Employee skills, knowledges, and abilities
  - 3. Employee progression needs and geographic preference
  - 4. Length of time employee has encumbered a position.
  - 5. Budgetary limitations

VI. Approval of programs

- A. Officials identified in paragraph IIA will submit proposed mobility programs to the Director of Civilian Manpower Management in the format set forth in Appendix A.

10 JAN 1977

- B. Programs currently in effect must be reviewed and modified, as required, to conform with this instruction and submitted for approval in the format in Appendix A no later than 90 days from receipt of this instruction. Modifications or cancellations of approved programs also require approval of the Secretary.
- VII. Budgetary requirements. The cost of the forecasted relocations attendant to the program will become a part of the command fiscal budget.
- VIII. Administration. Officials identified in paragraph IIA will be responsible for assuring that approved programs are administered in accordance with this instruction.
- IX. Exceptions. A civilian mobility program may provide for activity heads to grant exceptions to the program, so long as they are not inconsistent with Department of the Navy Policy and provided such authorization is specific in the approved program.

10 JAN 1977

APPENDIX A. CIVILIAN MOBILITY PROGRAM FORMAT

A-1 Purpose. The format prescribed in paragraph A-2 below is to be followed for purposes of consistency and for expeditious review and final action on proposals to establish mandatory mobility programs. In addition, adherence to the prescribed format will help to ensure that all the necessary information is included at the time of submission.

A-2 Format. Proposals should be submitted, in duplicate, to the Director of Civilian Personnel (Code 26), Washington, DC 20390 in the following format:

- a. Name of Civilian Mobility Program (Identify functional area).
- b. Command level responsible for insuring program is properly administered.
- c. Contact point
  - (1) Name
  - (2) Title, organizational code, and level
  - (3) Telephone number
- d. Purpose of program (Include reasons why a voluntary program is inappropriate).
- e. Policy statements and conditions
  - (1) Statement that the position descriptions of all the positions identified in paragraph f(1) below will reflect the mobility requirements.
  - (2) Statement to the effect that current employees in newly covered positions will be subject to the program only after voluntary execution of a mobility agreement unless there already was a preexisting requirement when the position assigned was accepted.
  - (3) Statement of the exceptions to the Civilian Mobility Program which may be authorized and the officials to whom authority to approve exceptions is to be delegated (i.e., no lower than heads of activities).
  - (4) Statement as to the administrative actions to be taken if an employee fails to honor a mobility agreement.
  - (5) Statement that mobility programs will not preclude current employees occupying covered positions who

10 JAN 1977

have declined to sign mobility agreements from consideration and selection for promotion to vacancies at their present location for which they are qualified and available.

- (6) Statement that use of civilian mobility programs shall be only for the purpose of enhancing career development and progression and/or achieving mission effectiveness, and not used as a form of disciplinary action.
  - (7) Other policy statements or provisions that may be required.
- f. Master relocation plan. Although the master relocation plan as ultimately required by the Department of the Navy Civilian Mobility Program need not be provided in total, it should be submitted in sufficient detail to provide a basis for a decision and should, as a minimum, include the following:
- (1) Approximate number of positions to be covered, by title, occupational code or series, and level or grade.
  - (2) Activities and locations between which covered personnel may be assigned.
  - (3) Methods of identifying employees selected for relocation.
  - (4) Estimated number of geographic relocations planned per fiscal year.
  - (5) Funding (Indicate how funding will be provided for the Master Relocation Plan).
- g. Special provisions relating to resubmissions. (Indicate the number of current employees excluded from the mobility agreement.
- h. Civilian Mobility Agreement(s). (Attach a copy of each agreement that will be used).